

# NOTICE OF CIVIL SERVICE EXAMINATION

## Police Officer

### San Marcos, Texas

The City of San Marcos will conduct a Civil Service Examination in order to establish an eligibility list for hiring Police Officers. This test will be limited to applicants who are certified by the Texas Commission on Law Enforcement (TCOLE). This eligibility list will be in effect for a period of one year from test date or until the list has been exhausted, whichever occurs first.

Officers hired from this list will be eligible for a \$3,000 hiring incentive with \$1,500 at hire and \$1,500 upon successful completion of training. In addition, the City offers a Homebuyer Incentive Program. This program provides a \$5,000 incentive for Police Officers who choose to live in the City. Additional information on these programs is available on our website.

### DEADLINE TO APPLY FOR THE EXAMINATION IS FEBRUARY 17, 2015

**Test Date:** February 19, 2015

**Roll Call:** 8:30 AM (no admittance to the test site after roll call)

**Place:** San Marcos Activity Center, [501 E. Hopkins, San Marcos, Texas 78666](#)

**Starting Salary:** \$4,047 Monthly (\$48,560 Annual)

#### **Physical Fitness Assessment:**

Candidates should be prepared to take the Physical Fitness Assessment in the afternoon. Roll call will begin at 1:00 with further instructions to be provided at the examination. Additional information is available on the website including an outline of the assessment and a video reviewing the assessment and how to complete the assessment.

#### **REQUIREMENTS:**

- MUST be currently licensed by the Texas Commission on Law Enforcement Standards and Education TCOLE as a Peace Officer. Out of state candidates will need to present TCOLE Certification at the time of appointment.
- Must be at least twenty years plus six months of age at the time of hire and not more than forty-four years of age at the time of hire.
- Education:
  - high school diploma/graduate; **or**
  - 12 semester hours credit from an accredited college or university **and** has passed a general educational development (GED) test indicating high school graduation level. Applicants with a GED must submit a certificate by the issuing agency (i.e.: Texas Education Agency).
- Proof of valid driver's license with an acceptable driving record.
- Birth Certificate issued by the Bureau of Vital Statistics.
- Forty (40) minute response time from permanent residence to corporate City limit (after appointment).

*The documents outlined above will be submitted with the personal history statement.*

#### **Additional Points:**

Applicants who pass the examination with a score of 70 or more, and meet the criteria for additional points, will receive a maximum of five (5) additional points to be added to their examination score for a total score. **The following required documents must be attached through the online application process by February 17<sup>th</sup> to be eligible for the additional points. If you need assistance, call 512.393.8066.**

#### **Criteria for additional points:**

- **Prior Law Enforcement Experience:** A letter from a current or prior employer issued on official letterhead documenting a minimum of two (2) years of prior civilian law enforcement experience (EXCLUDES military or corrections experience). Telephone and e-mail contact information shall be included for verification.

- **Military Points:** Two (2) years prior honorable military experience (Honorable discharge from the United States Armed Forces). Eligible applicants shall submit a non-returnable copy of their DD-214 (Member 4) prior to the exam. The DD-214 must reflect at least 2 years of active duty AND the word “Honorable” must be printed in the “Character of Service” section. The “Member-4” form includes the character of service.

## APPLICATION PROCESS

The [application](#) process involves first completing an online employment application for the Police Officer Entrance Examination. When this process is complete, you will be provided with a confirmation number. Until you receive this number, the process is not complete. If you have questions, please call 512.393.8066 or 512.393.8000 and a Human Resources representative will assist you.

Applicants will be required to submit the [Personal History Statement](#) and required supporting documents i.e. high school transcripts, college transcripts, training documents to the San Marcos Police Department electronically to [SMPD-recruiting@sanmarcostx.gov](mailto:SMPD-recruiting@sanmarcostx.gov) no later than Monday, March 9<sup>th</sup>. A reply from SMPD-Recruiting will serve as their receipt of your documents.

You will not be required to submit your Personal History Statement if you do not pass the written exam or the physical fitness assessment. Applicants are encouraged to download the document to review and begin obtaining information now.

## TEST INFORMATION

The entry-level police officer examination tests applicants reading comprehension ability. You will be given twenty-five (25) minutes before the examination to read and study a booklet containing police related information. You will be tested on how much of the information you can remember. You will not be able to take notes when reading the study materials or to refer to the study booklet during the test. The test is one hour and 45 minutes. A [study guide](#) is available for purchase from our test provider, IPMA-HR.

1. Personal items will not be allowed in the testing room (i.e. hats, purses, briefcases, cell phones, pagers, food, drinks, etc.). *No one* will be permitted to leave the building after the test has started until their test has been turned in.
2. Scoring:
  - A score of 70, or more, is passing.
  - Applicants who pass and meet the criteria, receive a maximum of 5 additional points to increase their final score.
  - An eligibility list will be established by listing applicants in order of final score. In the event of a tie in final score, the order will be determined by the date of receipt of application with the earliest date and time taking priority.
3. The Eligibility List will be posted on the City’s webpage by 5:00 PM, Monday, February 23, 2015.